

SPECIAL REVENUE PROCEDURES

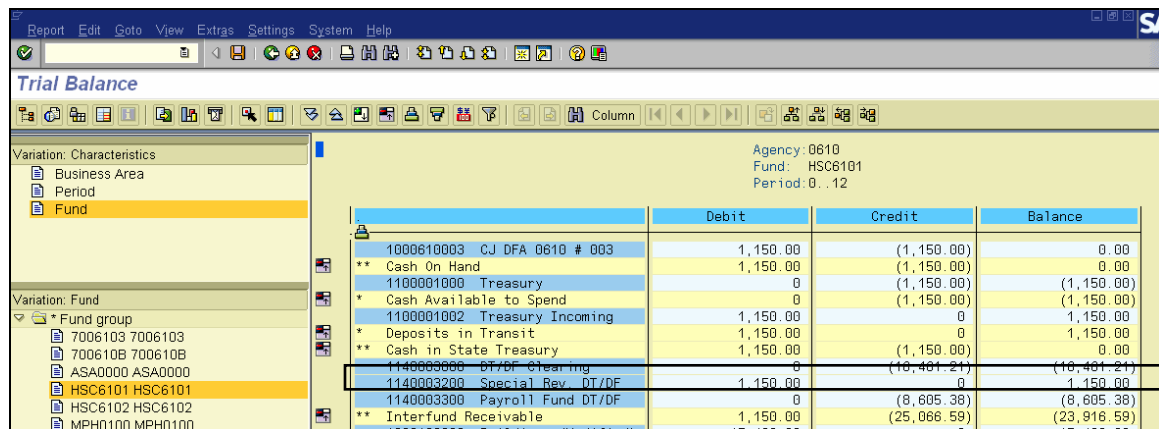
July 1, 2006

The Special Revenue business process is designed to include the Due To/Due From (DT/DF) account. To separate Special Revenue from other DT/DF business processes, effective July 1, 2006 a new DT/DF Account, GL account 1140003200, will be used for all postings related to Special Revenue (Fund ASA0000). Separating the Special Revenue DT/DF balances from those of other business processes that include DT/DF postings will make it easier to identify potential problems and take corrective action.

A new document type, ZN, will be used for revenue receipt corrections and certifications involving special revenue. Document type ZM will still be used for the initial transfer of receipts to ASA0000 (deposits) and document type ZH will still be used for Special Revenue distribution.

The DT/DF account is used to monitor revenue posted and cash distributed. A lingering balance indicates undistributed cash or uncorrected (or improperly corrected) revenue posting.

The example below indicates what will be seen as deposits are made during the month.



	Debit	Credit	Balance
1000610003 CJ DFA 0610 # 003	1,150.00	(1,150.00)	0.00
** Cash On Hand	1,150.00	(1,150.00)	0.00
1100001000 Treasury	0	(1,150.00)	(1,150.00)
* Cash Available to Spend	0	(1,150.00)	(1,150.00)
1100001002 Treasury Incoming	1,150.00	0	1,150.00
* Deposits in Transit	1,150.00	0	1,150.00
** Cash in State Treasury	1,150.00	(1,150.00)	0.00
1140003000 DT/DF Clearing	0	(10,401.21)	(10,401.21)
1140003200 Special Rev DT/DF	1,150.00	0	1,150.00
1140003300 Payroll Fund DT/DF	0	(8,605.38)	(8,605.38)
** Interfund Receivable	1,150.00	(25,066.59)	(23,916.59)

The above example reflects deposits to ASA0000 from HSC6101 in the amount of \$1,150.00.

The example below indicates what should be seen at month end after Special Revenue receipt corrections and distribution have been completed.

SPECIAL REVENUE PROCEDURES

July 1, 2006

Agency: 0610
Fund: HSC6101
Period: 0..12

	Debit	Credit	Balance
1000610003 CJ DFA 0610 # 003	1,150.00	(1,150.00)	0.00
** Cash On Hand	1,150.00	(1,150.00)	0.00
1100001000 Treasury	1,120.75	(1,150.00)	(29.25)
* Cash Available to Spend	1,120.75	(1,150.00)	(29.25)
1100001002 Treasury Incoming	1,150.00	0	1,150.00
* Deposits in Transit	1,150.00	0	1,150.00
** Cash in State Treasury	2,270.75	(1,150.00)	1,120.75
1140003000 DT/DF Clearing	0	(18,481.24)	(18,481.24)
1140003200 Special Rev. DT/DF	1,150.00	(1,150.00)	0.00
1140003300 Payroll Fund DT/DF	0	(8,605.38)	(8,605.38)
** Interfund Receivable	1,150.00	(26,216.59)	(25,066.59)

After distribution is made, the DT/DF balance should be zero. The only exception will be a deposit that was entered into AASIS but not delivered to the Treasury before month end cut off. These items will be included in the next month's distribution. If a balance remains other than a deposit in transit, it must be researched and corrected.